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ABSTRACT

This brochure explains the National Board certification process, helping teachers understand the process and suggesting ways for them to become involved in National Board certification even if a certificate for their area is not yet available or if they are not yet ready to pursue National Board certification. Section 1 explains what the National Board for Professional Teaching Standards (NBPTS) is. Section 2 describes what National Board certification is. Section 3 discusses the basis for National Board certification. Section 4 examines whether teachers will be rewarded if they achieve National Board certification. Section 5 lists which associations support the NBPTS. Section 6 explains what certificates will be available in the 1999-2000 school year. Section 7 discusses what will be expected of candidates for National Board certification. Section 8 discusses who is eligible to become certified. Section 9 explains the application process. Section 10 discusses the available financial assistance. Section 11 notes when teachers will learn the results of their work. Section 12 explains whether teachers can retake individual entries of exercises if they do not achieve National Board certification. Section 13 notes how long a National Board certificate is valid. Section 14 focuses on other roles for teachers who are not able to seek National Board certification right now. (SM)

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What teacher should know

THE NATIONAL BOARD CERTIFICATION PROCESS

Q&A

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As a teaching professional, you demand excellence — from your students, yourself and your school community. You are committed to giving your students the skills and confidence they need to reach for the highest standards. And while you guide your students along the journey of academic achievement, you look for guides for your own journey of professional growth.

By providing high and rigorous standards that define accomplished teaching and activities that help you critically examine your practice against those standards, National Board Certification is a catalyst for your own professional growth. It also is a mechanism for recognizing and rewarding the impact accomplished teachers have in improving student learning.

You are invited to seek National Board Certification. National Board certificates are now available for more than 80 percent of the nation's teachers spanning pre-K through grade 12. This brochure will help you understand the process and suggest ways for you to become involved in National Board Certification even if a certificate for your area is not yet available or if you are not yet ready to pursue National Board Certification.

The mission of the National Board for Professional Teaching Standards (NBPTS) is to establish high and rigorous standards for what accomplished teachers should know and be able to do, to develop and operate a national voluntary system to assess and certify teachers who meet these standards, and to advance related education reforms for the purpose of improving student learning in American schools.

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What is the National Board for Professional Teaching Standards (NBPTS)?

The National Board is an organization of teachers and other education stakeholders working to advance the teaching profession and to improve student learning.

The National Board is governed by a 63-member board of directors, the majority of whom are classroom teachers.

In 1987, the National Board was created as a nonpartisan, independent and nonprofit organization. Its mission is to establish high and rigorous standards for what accomplished teachers should know and be able to do, to develop and operate a national voluntary system to assess and certify teachers who meet those standards, and to advance related education reforms for the purpose of improving student learning in American schools.

Teachers are central to all aspects of the National Board's efforts. In addition to informing policy, teachers serve on standards committees, pilot test portfolio exercises, participate in a speakers bureau and score the exercises submitted by candidates for National Board Certification. In fact, only practicing classroom teachers may serve as assessors for National Board Certification.

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About
ification®

What is National Board Certification?

National Board Certification is a demonstration of your teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. An NBPTS certificate is a credential attesting that you have been assessed by your peers as one who is accomplished, makes sound professional judgments about student learning and acts effectively on those judgments. Offered on a voluntary basis, the advanced system of National Board Certification complements, but does not replace, state licensing. It is a professional certification increasingly used by states as an option for advanced licensing requirements—as suggested by U.S. Secretary of Education Richard Riley.

Equally important, National Board Certification is a means to professional growth and improvement. Candidates describe the process as a way to deepen subject matter knowledge and become more skillful in daily classroom instruction and student assessment.

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What is the basis for **National Board Certification?**

A system of advanced standards and assessments forms the basis for National Board Certification. Standards grow out of the NBPTS central policy statement, *What Teachers Should Know and Be Able To Do*. The vision of teaching this statement describes is organized around five core propositions:

Teachers are committed to students and their learning.

Teachers know the subjects they teach and how to teach those subjects to students.

Teachers are responsible for managing and monitoring student learning.

Teachers think systematically about their practice and learn from experience.

Teachers are members of learning communities.

Based on these propositions, the National Board is developing advanced standards in more than 30 certification fields. NBPTS certificates are structured around student developmental levels and subject(s) taught. Each set of standards represents consensus in the certification field of the critical aspects of teaching that distinguish the practice of accomplished teachers.

Standards are developed by committees of teachers, teacher educators, developmental experts and leaders in the disciplinary fields. They are then reviewed nationally and extensively before final approval by the NBPTS board of directors. Standards documents, available for $15 each, can be ordered by calling 1-800-22TEACH.

For a list of NBPTS standards, refer to the back of this brochure.

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Will I be rewarded if I achieve National Board Certification?

Personally and professionally – yes!

National Board Certified Teachers,® having received the highest honor the profession has to bestow, serve as role models and spokespersons in the effort to build and to strengthen the teaching profession. They are examples of what it means to be accomplished teachers, and they encourage others to complete the process. National Board Certified Teachers are called upon to provide advice, assistance and mentoring to new teachers, student-teachers and experienced teachers seeking National Board Certification. They use their recognized expertise to help inform education policy decisions, and many National Board Certified Teachers are working in their districts or states to restructure curriculum, redesign school programs or pilot test innovative teaching strategies.

Increasingly, teachers are being financially compensated for their participation in National Board Certification. Many state governments, universities and school districts are encouraging teachers to seek National Board Certification by offering full or partial fee payment, salary bonuses and increases, license portability, expanded school and district roles, and other professional incentives.

For information about incentives and rewards in your state, call 1-800-22TEACH or visit the NBPTS web site at www.nbpts.org.

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Who supports the **National Board for Professional Teaching Standards?**

The National Board has received significant support from associations critical to its success. Its work is supported by:

- American Association of School Administrators
- American Educational Research Association
- American Federation of Teachers
- Association of Colleges and Schools of Education in State Universities and Land Grant Colleges and Affiliated Private Universities
- Association of Teacher Educators
- Council for American Private Education
- Council of Chief State School Officers
- Council of Great City Schools
- International Reading Association
- National Alliance of Black School Educators
- National Association of Independent Colleges and Schools
- National Association of State Boards of Education
- National Conference of State Legislatures
- National Education Association
- National Governors' Association
- National Middle School Association
- National School Boards Association

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Specific Information About the National Board Certification Process

What certificates will be available in the 1999-00 school year?

For the 1999-2000 school year, the National Board will offer 16 certificates. As of June 1, 1999, 12 portfolios can be ordered:

Early Childhood/Generalist
Middle Childhood/Generalist
Early Adolescence/Generalist
Early Adolescence/Mathematics
Early Adolescence/Science
Early Adolescence/Social Studies-History
Early Adolescence/English Language Arts
Early Adolescence through Young Adulthood/Art
Adolescence and Young Adulthood/Mathematics
Adolescence and Young Adulthood/Science
Adolescence and Young Adulthood/English Language Arts
Adolescence and Young Adulthood/Social Studies-History

An additional four certificates are currently under development, and plans call for these to be **available December 1, 1999.**

Early Childhood through Young Adulthood/Exceptional Needs
Early and Middle Childhood/English as a New Language
Early Adolescence through Young Adulthood/ English as a New Language
Early Adolescence through Young Adulthood/ Vocational Education

Generalist certificates are for teachers who develop student skills and knowledge across all areas of the curriculum. They do this by drawing on a broad and deep knowledge of pedagogy. Generalists may teach all subjects on an interdisciplinary team, or a single subject infused with ideas from other subjects.

The best way to determine your readiness for National Board Certification is to review the standards, which describe what teachers should know and be able to do to achieve National Board Certification. You also may want to speak to National Board Certified Teachers, many of whom have e-mail addresses available from the NBPTS Web site (www.nbpts.org).

What will be expected of me as **a candidate for National Board Certification?**

As a candidate, you will participate in a two-part assessment based on the standards and reflecting varied aspects of teaching. Your work for National Board Certification will take the better part of a school year. Teachers report spending at least 120 hours on the assessment process.

The *portfolio* is completed in your classroom and includes student work, videotapes and other teaching artifacts. The videos and student work are supported by commentaries on the goals and purposes of instruction, reflections on what occurred, the effectiveness of the practice, and the rationale for your professional judgment. Portfolios are designed to take at least four months to complete.

For the 12 certificates that will be available June 1, 1999, **completed portfolios must arrive at the National Board by April 17, 2000.**

For the four certificates slated to be available December 1, 1999, **the anticipated due date for these portfolios is June 5, 2000.**

The *assessment center* exercises are designed to complement the portfolio and are organized around challenging teaching issues. This aspect of the certification process is designed to provide an opportunity to demonstrate knowledge, skills and abilities in situations across the age range and topics of the certificate field.

Assessment Centers are located in every state in the nation via Technology Centers. There are more than 200 centers available to accommodate candidates for National Board Certification, and candidates can choose any location they wish to attend.

Exercises for each certificate will be available **within a four-week to six-week window of time during the summer of 2000.** Each candidate chooses the date, time and location that works best for him or her within that given period.

Candidates may access the NBPTS Web site at www.nbpts.org to learn where the Assessment Centers are located and what their particular window of time will be. A list of Assessment Center locations may also be obtained by calling 1-800-22TEACH.

In the 1999-2000 assessment cycle, portfolios in the ten areas listed below will be available to teachers whose language of instruction is Spanish. Teachers of Spanish speaking students may seek National Board Certification in one of these fields and submit student work samples and videotapes that include instruction in Spanish.

- Early Childhood/Generalist
- Middle Childhood/Generalist
- Early Adolescence/Generalist
- Early Adolescence/Science
- Early Adolescence/Math
- Early Adolescence/Social Studies-History
- Early Adolescence through Young Adulthood/Art
- Adolescence and Young Adulthood/Math
- Adolescence and Young Adulthood/Science
- Adolescence and Young Adulthood/Social Studies-History

Am I eligible?

You are eligible if, at the time you apply, you hold a baccalaureate degree, have taught for a minimum of three years and have held a valid state teaching license for those three years, or where a license is not required, have taught in schools recognized and approved to operate by the state.

Some certificates may also have specific requirements that candidates must follow to document teaching performance. The *Guide to National Board Certification*, which includes the application, describes specific requirements in greater detail and can be obtained by calling 1-800-22TEACH.

Assessment and Scoring Kits can be purchased for $40 by calling 1-800-22-TEACH. Each kit includes a Standards booklet, the portfolio instructions, and a scoring guide that contains general information about the NBPTS scoring process, followed by rubrics and scoring materials for the portfolio entries and selected assessment center exercises for the certificate area.

Portfolio Samplers including samples of portfolio instructions across certificate areas are also available for $40. The sampler is a good way to get a general idea of the structure of the portfolio entries and the similarities and differences among portfolios.

What is the **application process?**

Applications for the 1999-2000 administration of National Board Certification will be available starting April 1, 1999. Applications may be requested at no charge by calling 1-800-22TEACH.

All applications for all certificates offered in the 1999-2000 school year must be received by the National Board postmarked on or before December 1, 1999.

Part of the application requirement is payment of at least $500 of the $2,000 assessment fee.

Applications postmarked December 2, 1999 through December 31, 1999 must include a late-fee payment of an additional $200. After the December 31, 1999 postmark deadline, no applications for 1999-2000 will be accepted.

Once your application and fee have been processed by the National Board (about five days after receipt), allow a week to 10 days for your portfolio instructions to be shipped to you.

Late applications will reduce the time available to complete your portfolio. Therefore, it is in your best interest to apply as early as possible.

Is there **financial assistance available?**

Increasing numbers of states and localities are making funds available for teachers who wish to seek National Board Certification. Third-party payments on behalf of an applicant are welcome and must meet the same deadlines. Third-party payers should respond as quickly as possible to allow candidates the maximum amount of time to complete their portfolio.

In addition, limited financial support is available in each state through the Candidate Subsidy Program (CSP). This program, made possible through a grant awarded by the U.S. Department of Education, provides funds to a limited number of candidates in each state to help offset the certification fee.

For a list of states and localities where incentives and rewards are provided or to contact your state's Candidate Subsidy Program Administrator, please contact the National Board at 1-800-22-TEACH or visit our Web site at www.nbpts.org. You should also contact your state department of education to determine what fee supports are available and investigate alternative sources of financial support from your local school district, local civic organizations' scholarship fund, college alumni fund, and/or disciplinary and professional association awards. In addition, your national union or association may offer loan programs. For more information on NEA loan programs, call 1-888-4-NEA-HELP. For the AFT loan program, call 1-888-AFT-JOIN.

When will I learn **the results of my work?**

All candidates, regardless of certificate area, will receive their results and feedback no later than March 31, 2001. The National Board is committed to sending you results as quickly as possible after your performances are scored and approved by the NBPTS board of directors.

Your assessment scores will be sent directly to you. The National Board will not notify any third-party payer or anyone else of your scores. The National Board's policy is to maintain the confidentiality of all candidates. The National Board does, however, make public the list of National Board Certified Teachers.

Will I be able to retake individual entries or exercises **if I do not achieve National Board Certification?**

Yes. Beginning in 1996-97, the National Board instituted automatic banking of the individual entry and exercise scores of all candidates for a period of three years from the date of initial score notification. During this three-year period, candidates who did not achieve certification during their initial attempt may retake any combination of entries and/or exercises in

the assessment package on which they did not meet the individual entry/exercise performance standard.

Candidates pay a fee of $275 for each entry or exercise they retake. To get a complete copy of this policy and all related procedures, please make a written request to NBPTS, 6818 S. Zarzamore Street, San Antonio, Texas, 78224.

How long is a **National Board certificate valid?**

A National Board certificate is valid for 10 years from the date of certification. NBPTS policy states that a certificate may be renewed.

Are there **other roles for teachers** who are not able to seek National Board Certification right now?

Yes. If this is not the ideal time for you to pursue National Board Certification, or your certificate area is not yet available and you still would like to participate in the work of the National Board, you could:

- order the standards and read and study them for use in your classroom or with your colleagues;
- review draft standards during their public comment;
- serve as a pilot test teacher for new exercises and new certificates;
- serve as an assessor for National Board Certification;
- use NBPTS Teacher Development Exercises to better understand how the standards can be applied in your classroom; and
- promote greater awareness by hosting a National Board Faculty Meeting or a Town Hall Meeting.

Each of these roles reflects the belief of the National Board that the single most important action the nation can take to improve schools is to advance the teaching profession.

Call 1-800-22TEACH for information and regularly visit the NBPTS Web site at www.nbpts.org.

Early Childhood (Ages 3-8)
Generalist*+

Middle Childhood (Ages 7-12)
Generalist*+
English Language Arts*
Mathematics*
Science*
Social Studies-History*

Early and Middle Childhood (Ages 3-12)
Art
English as a New Language*+
Foreign Language
Guidance Counseling
Library/Media
Music
Physical Education

Early Childhood through Young Adulthood (Ages 3-18+)
Exceptional Needs/Generalist*+

Early Adolescence (Ages 11-15)
Generalist*+
English Language Arts*+
Mathematics*+
Science*+
Social Studies-History*+

Adolescence and Young Adulthood (Ages 14-18+)
English Language Arts*+
Mathematics*+
Science*+
Social Studies-History*+

Early Adolescence through Young Adulthood (Ages 11-18+)
Art*+
English as a New Language*+
Foreign Language
Guidance Counseling
Health
Library/Media
Music
Physical Education
Vocational Education*+

* Indicates standards available
+ Indicates certificates available

Questionaire

Name _____

Address _____

_____

Phone # _____

What age student(s) do you teach? _____

What subject(s) do you teach? _____

Would you like more information on the NBPTS?

☐ yes ☐ no ☐ application

May we send someone else (e.g. school principal, other teachers, etc.) information on National Board Certification? If yes, please provide information:

☐ yes ☐ no ☐ application

Name _____

Title _____

Address _____

_____

Phone # _____

After completing this questionnaire, please photocopy and mail/fax to:

National Board for Professional Teaching Standards
c/o Affina
800 Kirts, Suite 600, Troy, Michigan 48084
Web site address: www.nbpts.org
FAX 248-351-4170

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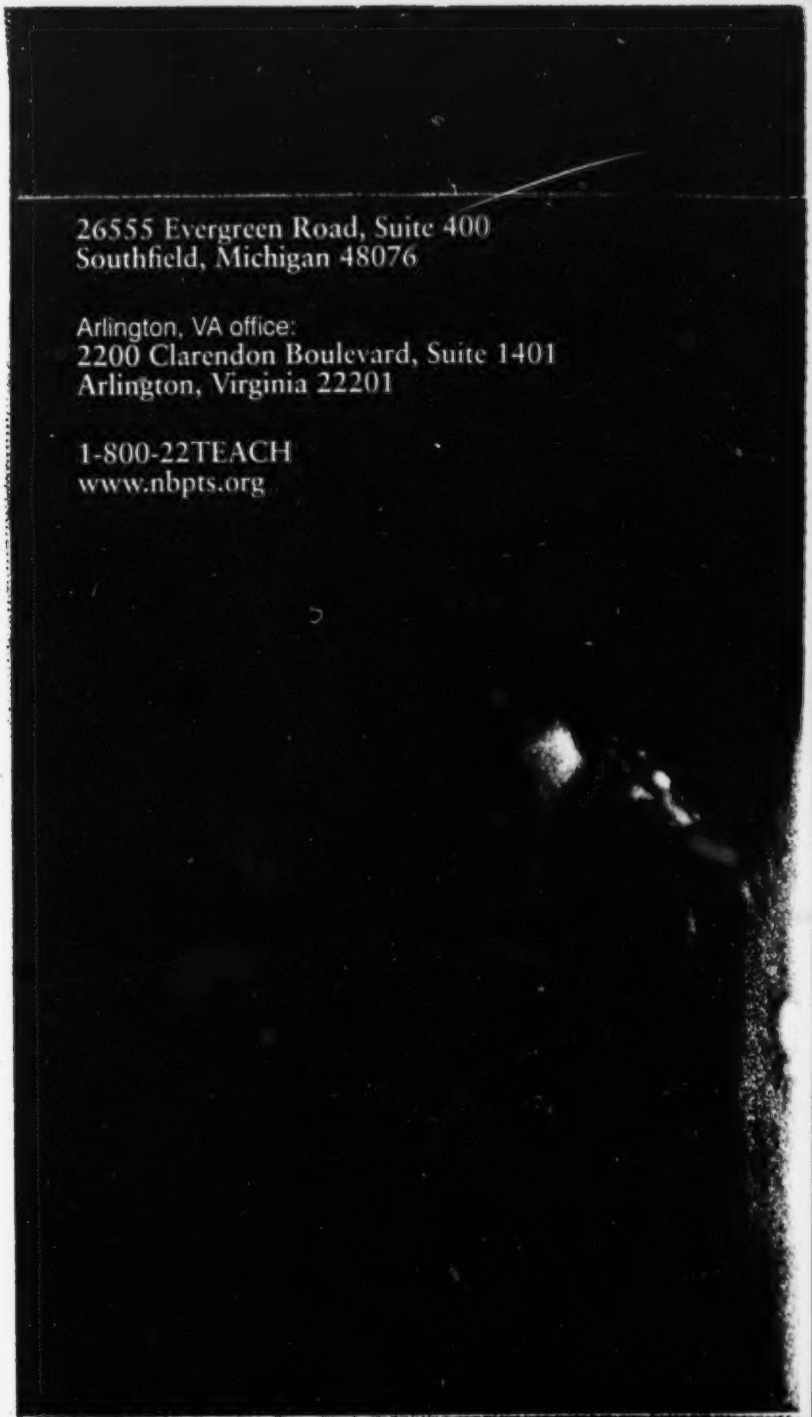
26555 Evergreen Road, Suite 400
Southfield, Michigan 48076

Arlington, VA office:
2200 Clarendon Boulevard, Suite 1401
Arlington, Virginia 22201

1-800-22TEACH
www.nbpts.org



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